



Tiwi Islands Regional Council

Title: Travel and Accommodation Delegation Policy
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PURPOSE:

This policy outlines travel and accommodation guidelines for all Council employees, elected and committee members, and all other persons authorised to undertake business travel on behalf of Tiwi Islands Regional Council (TIRC).

Business related travel includes training, meetings and conferences and special events related to TIRC business attended as the **nominated representative** of the Council. It does not include attendance at events in any other role or representation, including but not limited to Sporting & Cultural Associations, Land Councils etc. Nominated representation by staff will be determined by the Chief Executive Officer. Nominated representation by elected members will be determined by the Council and travel approved by the CEO.

OBJECTIVES:

The objectives of this policy are:

- To clarify Council's responsibilities to meet accommodation, travel and incidental expenses for Council employees, elected members and other authorised persons on approved Council business
- To ensure that Council representatives provide clear accounting for all travel expenditures and are not financially disadvantaged as a result of business travel requirements.
- To maximise the effectiveness of travel budgets available to Council.

POLICY:

Delegations

- Approval of all interstate and international travel and accommodation undertaken for Council business rests exclusively with the Chief Executive Officer.

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- All other business travel may be approved by the following delegates for employees under their direct line supervision and in accordance with financial delegations:
 - Chief Executive Officer
 - General Manager Engagement
 - General Manager Infrastructure
 - Chief Finance Officer
- All elected and committee members travel must be approved by the Chief Executive Officer or, in the CEO's absence, a General Manager.
- Chief Executive Officer's travel must be approved by the Mayor or, in her/his absence, the Deputy Mayor.
- All general managers' travel must be approved by the Chief Executive Officer.

Travel acquittal

- All elected and committee members and TIRC staff who have completed official travel are responsible for ensuring a Travel Acquittal Form. (See bottom of movement req for travel acquittal). This form is to be completed by the responsible officer within 10 workings days after completion of the travel. Failure to complete or to acquit your travel may affect approval on any future travel.

OFFICIAL TRAVEL within the NORTHERN TERRITORY

Movement requisition

- All employees and other authorised persons must receive prior written approval normally in the form of a properly completed and authorised movement requisition. All requisitions for accommodation and travel allowances must be authorised by the relevant general manager, regional manager or regional coordinator, depending on the level of delegation within the authorised officer's position. All movement requisitions must show the requesting officer and the approving officer prior to the bookings being confirmed.
- When approving official travel and related expenses general managers must ensure that funds are available under the relevant budget line items and that the requesting officer has provided/submitted the appropriate finance codes.
- For official travel by general managers they must submit their movement requisitions to the CEO – one week prior to the official travel, unless unforeseen circumstances have arisen and the travel is urgent then the timeframe will be waived, provided the circumstances to approve the waiver of the timeframe is justified. All movement requisitions must be submitted to the Executive Assistant in a timely manner, and general managers are to ensure that all information is accurate and completed. Failure to do this, may result in

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being approved refused.

- **Incomplete movement requisitions will not be processed and will be returned to the employee or manager. Failure to gain prior written approval for travel may result in reimbursement claims being refused.**
- In the event of emergency or unforeseen circumstances, every effort must be made by the officer requesting the travel, to seek approval by movement requisition, by phone or email from the relevant general manager or CEO during business hours or by contacting them after hours if necessary.
- **ALL** phone or email approvals must be followed by a properly approved movement requisition with a covering memo outlining the reasons for post-travel approval or variations to the submitted and approved movement requisition.
- There are two types of movement requisition forms for staff, depending on the officers salary; it is the officers responsibility to ensure that the correct and current version of the form is used.

Airfares

- The designated travel officer will book airfares using the details provided on the movement requisition. All domestic travel bookings should be the best economy airfare – and the best travel time for the event that is available; unless there is good cause for booking a flexible or business class fare. Where possible, all airfares for interstate travel will be booked for travel during daylight hours.
- Airfares should be paid by purchase order; a credit card should not be used to pay for airfares unless there is no alternative.
- For interstate travel cancellation policies may vary depending on the classification of the ticket purchased. The terms and conditions are provided on the ticket document issued, it is the responsibility of the officer travelling to familiarise themselves with the cancellation policy that applies to their booking.
- Any penalties incurred because of cancellation will be borne by the officer schedule to complete official travel.

Accommodation

- When travel is required outside the Council area, or within the Council area, but away from home requiring overnight absence, the Council will pay accommodation costs. Accommodation is only payable for authorised overnight TIRC business and no cash advance is payable. Should an employee choose to extend their stay for personal reasons, either travelling earlier than required or staying extra days, accommodation and meal allowances will not be paid for any additional nights spent away.



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- All accommodation must be booked through the designated travel officer(s) providing as much advance notice of travel as possible; unless there are exceptional circumstances such as out of hour's approval or urgent travel.
- All accommodation, where practicable, should be booked through preferred providers. The selection of accommodation will be based on cost, proximity to the business venues to be visited on behalf of Council and availability. All accommodation should be booked at Government Rates or better.
- Where possible, and cost effective, accommodation will be booked to include meals; for example accommodation with breakfast included. No meal allowance will be paid when this occurs.
- Holders of Council issued credit cards shall not book accommodation directly with any hotel except where there is no other alternative. All booking confirmations should be kept as receipt of payment.
- The travel officer, or person authorised to book the accommodation, must be informed if bookings need to be cancelled or travel arrangements changed.

Travel allowances

- To be entitled to travel allowances, the traveler must be away for minimum of one night from their primary place of residence.
- Travel allowances shall be paid in accordance with the current rates determined by the Australian Taxation Office.
- Should an employee choose to extend their stay for personal reasons (either post or prior extension), travel allowances will only be paid from or up to the time the employee would have left or arrived home.
- The payment of travel allowance does not apply to those who hold Council issued credit cards and elect to pay expenses rather than claim travel allowance. Credit card holders should refer to the Credit Card Policy, but should be mindful of the allowances otherwise payable when incurring expenses.

Meal allowances

- Payment of meal allowances depends on the period and time of travel. These rates only apply from the commencement of travel to the end of the travel period. Meal allowance for breakfast and dinner will depend on the time that travel begins and ends where the traveler is more than one hour's travel or 60km from their home location at the recognized meal time *excluding day travel to Darwin*. Travel time will be deemed to begin and end at the airport; or the office, where vehicle travel is undertaken.

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- A meal allowance is not payable where a meal is provided:
 - by the Council (e.g. attending Council meetings or workshops,
 - as part of conference attendance (e.g. catered lunch during training)
 - where a meal is included in the accommodation booking (e.g. accommodation including breakfast)
- Where travel allowance is paid in advance and the traveler is subsequently provided with a meal while travelling, the allowance for that meal should be repaid.
- Costs incurred for meals and refreshments which exceed the daily allowance, shall be the responsibility of the traveller.
- There is no requirement to provide receipts for food or drink purchased with the travel allowance.

Incidentals allowance

- Incidentals allowance is paid for each day, assessed as a 24 hour block of time that the traveler is away from home. Incidental allowance covers minor personal expenses associated with travel, e.g. toiletries, food spoilage, laundry expenses, personal phone/internet and personal excess baggage charges.
- Incidentals allowance will not be paid for any additional days if the traveler chooses to extend their stay, for personal reasons; where travel is extended for business reasons additional days of incidentals allowance must be approved by the authorised approval officer.

Other travel expenses

The Council will pay other travel costs incurred by Council employees and representatives for expenses not covered by the Travel Allowance. Other travel expenses may include:

- taxi and public transport fares when a Cabcharge voucher has not been provided
- parking fees for work cars
- excess baggage costs for Council goods only (excess baggage will not be paid for personal items)
- postal costs for Council business
- internet costs e.g. e-mails to Council when without access to the system
- telephone costs for council business when without access to Council mobile phone.
- meal costs for travelers using corporate cards when a meal has been purchased from an outlet where cards are not accepted



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These costs will be reimbursed upon provision of a tax invoice and a properly completed and authorised Staff Reimbursement Claim Form.

Changes and cancellation of travel arrangements

The Council recognises that, from time to time, circumstances may arise that require changes to, and cancellation of, travel arrangements.

Changes and cancellations of travel arrangements must be kept to a minimum.

All persons travelling on Council business, including elected members, current and potential Council employees, guests and consultants, must:

- a) be informed in advance of procedures for varying and cancelling travel arrangements; and
- b) seek prior approval to change and cancel airfares and accommodation.

The general manager responsible for approving the initial travel arrangements may approve changes and cancellations.

Wherever possible, changes and cancellations will be made by the travel officer or the person authorised to make the original bookings upon receipt of approval from the relevant manager or general manager.

In the case of an emergency or unforeseen event requiring cancellation of travel arrangements, all persons travelling on Council business must make every effort to contact the general manager or the travel officers to ensure that cancellations are made in a timely manner.

In an emergency or due to other constraints, where cancellations have been made without prior approval as outlined above, a written report must be submitted to the general manager with a copy to the travel officer outlining the reasons for the changes or cancellation. Failure to provide an explanation for changing travel arrangements may lead to Council seeking reimbursement of penalties incurred.

BUSINESS TRAVEL WITHIN THE TIWI ISLANDS

When undertaking travel within the Tiwi Islands, in particular when travelling to and from Council premises in the three main communities, employees are expected to develop travel plans approved in advance by the relevant manager or general manager.

When using Council vehicles to travel within the Council area, travelers are expected to make every effort to combine travel with others, where practicable, to minimise costs. Travelers must book a vehicle providing as much notice as practicable and provide an internal work order. Advance notice of at least two working days is required.

All employees booking a Council vehicle must hold a current Australian drivers licence of the appropriate class for the type of vehicle used.

Refer to Motor Vehicles policy for more information regarding use of Council vehicles.

Meal and incidental allowances

The on island per day travel rate applies. There is no entitlement for meal and incidental



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allowances for same day travel within the Council area, including travel between Darwin and the islands. Costs incurred for meals and refreshments shall be the responsibility of the employee.

INTERNATIONAL TRAVEL

If an employee or elected member is required to travel overseas on Council related business the Council will pay the following expenses:

- Passport and application fees
- Vaccinations if recommended by World Health Organization for the particular destination
- Visa fees
- International travel insurance
- Airport taxes.

Meal and incidentals allowances will be paid as per the rates determined by the Australian Taxation Office for the country or countries visited. The policy outlined above for payment of meal allowances will also apply to international travel. Such travel must also be approved in accordance with local government finance regulations.

MONITORING EMPLOYEE TRAVEL

For safety reasons as well as courtesy to colleagues, whose day to day work relates to the performance of the duties of other employees, it is essential that an employee's whereabouts and contact details are available to their supervisor and others.

When working off site, whether within the Council area or travelling outside the Council area, employees shall ensure that their travel plans and/or absences from their primary place of work during Council business hours are displayed on the appropriate office white board or on the shared calendar in MS Outlook.

A travel report including movement requisitions and all approved expenditures shall be provided to the Manager Corporate Information or General Manager Engagement as part of the monthly report travel report to Council.

Other relevant Council documents:

Code of Conduct

Financial Delegations

Vehicle Management and Use Policy

Credit Card Policy

Cab charge procedure

Movement Requisition Forms

PROCEDURE CABCHARGE TICKETS

RULES : Cabcharge Tickets are for: **WORK TRAVEL PURPOSE ONLY**

1) Before handing over Cabcharge Ticket (s)

- Check - Movement Requisition **must** be officially approved and signed off by authorised CEO or General Manager.
- If Cabcharge Tickets are required for travel purposes it should be on the Movement Requisition that Cab Charges are needed.
- Cabcharge Tickets number(s) and travel purpose (see Movement Requisition) are to be recorded in INFOXPRT under Tiwi Spreadsheet- Cabcharge – Master Control Sheet

- **Before travel.**
- When you give the Cabcharge Tickets to person travelling tell them they **must :**
 - a) Check when handing over the Cabcharge (Taxi Operator Record) that the charge is fair
 - b) Get the receipt for Cabcharge (Cabcharge Tax Invoice E-Ticket) and check that they have only been charged what is on the meter
 - c) Tear off and keep the torn off part (Passenger Record)

- **After Travel**
 - a) Hand back Passenger Record and Cabcharge Tax Invoice E-Ticket to Office Coordinator
 - b) Hand back all unused Cab Charges
 - c) Cab Charge Tickets number(s) used / unused are to be recorded in INFOXPRT under Tiwi Spreadsheet.
 - d) Photo copy all Passenger Record/s and receipts and send to:
accountspayable@tiwiislands.nt.gov.au

Note: Finance

- Accounts Payable keep the Passenger Record and receipts to show they have proof for Audit purposes plus this assists Finance when coding out when Cabcharge send their account to Finance.
- These Cabcharges are cash money so we must keep very specific records for these
- Please do not hesitate to contact management accountant if you have any problems or queries.
- These have an expiry date on these.

Senior Exec & Elected Member Movement Req & Acquittal – FIN005

To be submitted one (1) week prior to first day of travel

Full Name: _____ Section: _____
 ASDC (s): _____
 Reason for travel/date range TA required for: _____

Date	Departure		Arrival		Booking Number
	Time	Place	Time	Place	

Accommodation

Dates Required	_____
Booking Numbers	_____

Vehicle / Taxi – Note hire car must only be used if cost is less than estimated taxi fares

Cab-charge Vouchers Numbers	_____
Hire Car - Booking No	_____

Travel Allowance	Off Island Rate	On Island Rate	Number	\$
Breakfast	\$28.80			
Lunch	\$40.74			
Dinner	\$57.02			
Incidentals	\$27.25			
Day Allowance (overnight)		\$71.00		
			Total	

Banking Details

BSB	_____
Account Number	_____

Employee Signature: _____ Date: _____

Authorised CEO/Mayor Signature: _____ Date: _____

Once approved forward to travel@tiwislands.nt.gov.au and accounts.payable@tiwislands.nt.gov.au

To be submitted within 10 days of completed travel to travel@tiwislands.nt.gov.au Mark appropriate box with

- Completed travel in accordance with approved movement requisition. Travel folder
- Travel/Accommodation changed from the approved movement requisition because (requires authorized signature)

Employee Signature: _____ Date: _____

Authorised Signature: _____ Date: _____

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General Staff Movement Requisition and Acquittal – FIN004



To be submitted one (1) week prior to first day of travel

Full Name: _____ Section: _____
 ASDC (s): _____
 Reason for travel/date range TA required for: _____

Date	Departure		Arrival		Booking Number
	Time	Place	Time	Place	

Accommodation

Dates Required	
Booking Numbers	

Vehicle / Taxi – Note hire car must only be used if cost is less than estimated taxi fares

Cab-charge Vouchers Numbers	
Hire Car - Booking No	

Travel Allowance	Off Island Rate	On Island Rate	Number	\$
Breakfast	\$26.45			
Lunch	\$29.75			
Dinner	\$50.70			
Incidentals	\$19.05			
Day Allowance (overnight)		\$71.00		
			Total	

Banking Details

BSB	
Account Number	

Employee Signature: _____ Date: _____

Authorised GM Signature: _____ Date: _____

Once approved GM forwards to travel@tiwiislands.nt.gov.au and accounts.payable@tiwiislands.nt.gov.au

To be submitted within 10 days of completed travel to travel@tiwiislands.nt.gov.au Mark appropriate box with

- Completed travel in accordance with approved movement requisition. Travel folder
- Travel/Accommodation changed from the approved movement requisition because *(requires authorised signature)*

Employee Signature: _____ Date: _____

Authorised Signature: _____ Date: _____

FIN004 – Document ID 207476 - Updated November 2017